

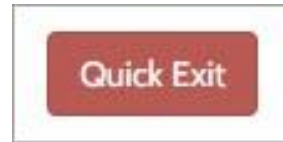


KC 文本入口網站快速入門指南：提交保護令

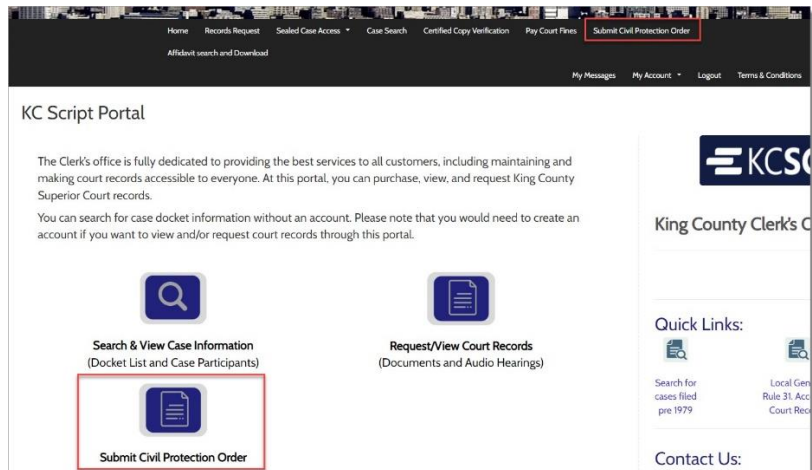
此快速入門指南將向您介紹如何提交保護令文書工作以供 Clerk's Office 審查。

❗ 您必須登入您的入口網站帳戶以完成提交。需要立即註冊？[遵照此處的說明](#)。

1. 如果您在任何時候需要關閉畫面，請點擊紅色的 **Quick Exit**（快速退出）按鈕。King County Parks 網頁將會打開。



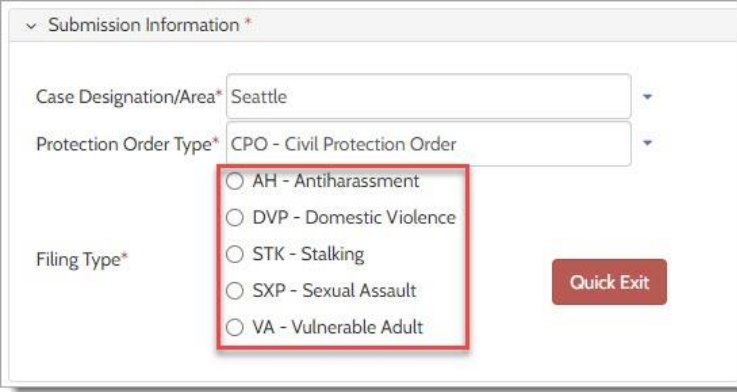
2. 點擊頂部選單列中的 **Submit Civil Protection Order**（提交民事保護令）。您也可以點擊主頁上的藍色 **Submit Civil Protection Order**（提交民事保護令）按鈕。



3. 如果您需要有關填寫表格的協助，請點擊藍色的 **Fill Out Your Forms: Washington Law Help**（填寫您的表格：華盛頓法律協助）按鈕。

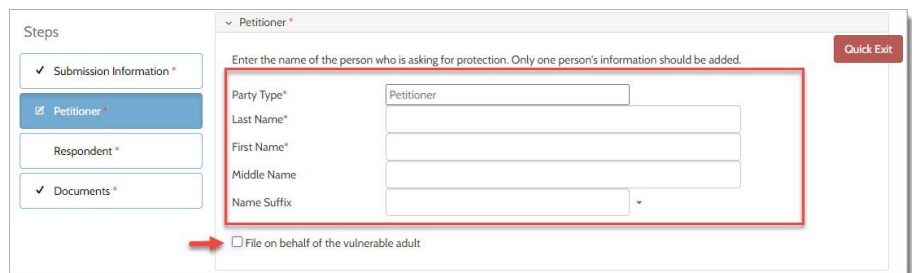


填妥表格後，就可以繼續操作。

<p>4. 點擊藍色的 Proceed to Protection Order Submission Form（繼續處理保護令提交表格）按鈕。</p>	
<p>5. 使用下拉選單，選擇您的 Case Designation/Area（案件名稱/區域）。</p>	
<p>6. 使用下拉選單，選擇您的 Protection Order Type（保護令類型）。</p>	
<p>7. 如果選擇 CPO，則點擊此按鈕以選擇 Filing Type（提交類型）。</p>	
<p>8. 點擊 Next Step（下一步）按鈕。</p>	

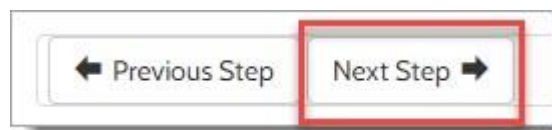
9. 輸入呈請人的 **Last Name** (姓氏) 和 **First Name** (名字)。

附註：如果您代表弱勢成年人提交，則點擊此核取方塊並填寫需要保護的人士的姓名。

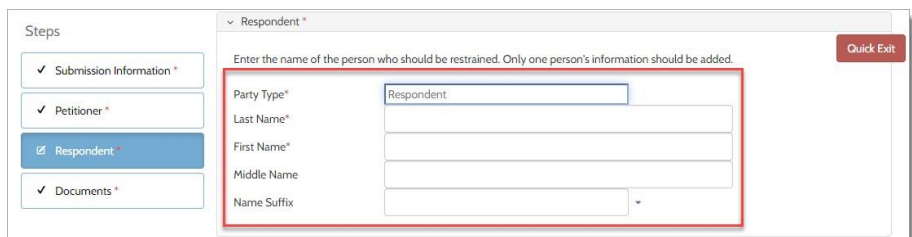


The screenshot shows a web form titled "Petitioner" with a "Quick Exit" button in the top right. On the left, a "Steps" sidebar lists "Submission Information", "Petitioner", "Respondent", and "Documents", with "Petitioner" selected. The main form area contains the instruction "Enter the name of the person who is asking for protection. Only one person's information should be added." Below this are input fields for "Party Type" (pre-filled with "Petitioner"), "Last Name", "First Name", "Middle Name", and "Name Suffix". A checkbox labeled "File on behalf of the vulnerable adult" is at the bottom, with a red arrow pointing to it.

10. 點擊 **Next Step** (下一步) 按鈕。

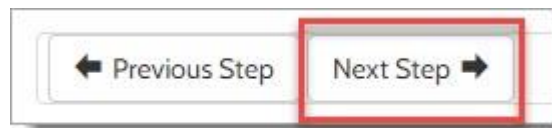


11. 輸入答辯人的 **Last Name** (姓氏) 和 **First Name** (名字)。



The screenshot shows a web form titled "Respondent" with a "Quick Exit" button in the top right. On the left, a "Steps" sidebar lists "Submission Information", "Petitioner", "Respondent", and "Documents", with "Respondent" selected. The main form area contains the instruction "Enter the name of the person who should be restrained. Only one person's information should be added." Below this are input fields for "Party Type" (pre-filled with "Respondent"), "Last Name", "First Name", "Middle Name", and "Name Suffix".

12. 點擊 **Next Step** (下一步) 按鈕。



13. 點擊 **Choose File**（選擇檔案）按鈕，並刪除所需的每個文件。

Accepted file types are pdf, doc, docx, and tiff.

Required Initiating Documents

Document Name

PTORPRT - Petition for Order for Protection

Upload Document*

Choose File

No file chosen

Other Required Documents

Document Name

CICS - Case Information Cover Sheet

Upload Document*

Choose File

No file chosen

Document Name

LECIF - Law Enforcement and Confidential Information

Upload Document*

Choose File

No file chosen

Document Name

PROR - Proposed Order / Findings

Upload Document*

Choose File

No file chosen

☐ Are you requesting weapons to be surrendered? If yes, select checkbox.

> Optional Supporting Documents



14. 如果您在呈請書中要求交出武器，則點擊 **Request weapons be surrendered in your petition**（在呈請書中要求交出武器）核取方塊。點擊 **Choose File**（選擇檔案）以上傳所需的呈請書。

☒ Are you requesting weapons to be surrendered? If yes, select checkbox.

Surrender Weapons

Document Name

ORWPN - Order to Surrender Weapon

Upload Document*

Choose File

No file chosen

Optional Supporting Documents

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15. 在上傳所需的所有文件後，點擊藍色的 **Submit for Review**（提交供審查）按鈕。

Submit for Review

16. 在將呈請書提交至 Clerk's Office 供審查後，您會收到一則訊息，其中包含有關後續步驟的詳情。還會向您的電子郵箱發送此訊息。

My Recent Messages

Thank you for your submission. You will receive updates or further instructions via My Messages and your email address.

Case Number	Message Title	Date	Message
PPS22-0000156	Portal Submission Received	12/02/2022	<p>Date: 12/02/2022 Submission Number: PPS22-0000156 Submission Title: TEST VS TEST Elizabeth Ratzlaff:</p> <p>Thank you for the civil protection order submission to our office. The Clerk's Office will review your documents in the order it was received. Once reviewed, you will receive a message via email and through My Messages in your portal account. You can view the status of each submission through the portal under My Submissions or click HERE.</p> <p>Our office will review your submission on the next business day if you submitted your protection order documents outside regular business hours. Our office is open Monday to Friday from 9:00 a.m. to 4:30 p.m. Closed during holidays.</p> <p>Due to court hours and operations, if you submit a protection order petition after 2:15 p.m. during office hours, your temporary protection order hearing may be held on the next business day.</p> <p>We are here to help! Don't hesitate to contact us if you have further questions. Email: DJADVPO@kingcounty.gov Telephone: 206-477-0845 (Seattle), 206-477-3041 (Kent)</p>

17. 審查後，Clerk's Office 將接受或拒絕您提交的文件。

如果您提交的文件被接受，您將在您的入口網站帳戶中收到一封電子郵件和一則訊息，其中包含您的案件編號、安排的聽證會時間以及有關如何加入線上聽證會的資訊。

PPS22-0000156	Portal Submission Filed	12/02/2022	<p>Date: 12/02/2022 Submission Number: PPS22-0000156 Submission Title: TEST VS TEST Elizabeth Ratzlaff:</p> <p>Thank you for your civil protection order submission to our office. The Clerk's Office has initiated your protection order case. Your King County Superior Court case number is: 22-2-04464-1.</p> <p>You must attend your virtual hearing for the temporary protection order with the court on 12/05/2022 by no later than 3:00 p.m. Pacific Standard Time. Protection order hearings are held between 9:00 a.m. to 12:15 p.m. and 1:15 p.m. to 3:00 p.m.</p> <p>Failure to appear on the date and time listed above may result in a denial of your petition.</p> <p>How to Attend Your Virtual Hearing with the Court:</p> <p>You can join your virtual hearing via Zoom (preferred) or through a phone call:</p> <ul style="list-style-type: none"> • Zoom: https://kingcounty.zoom.us/j/95589486575#success • Phone Call: 253-215-8782. Meeting ID: 955 8948 6575 <p>If you prefer to attend your protection order hearing in person on the date and time provided above, please come to one of our protection order offices, and we will provide you with further instructions.</p> <p>Have further questions related to your submission?</p> <ul style="list-style-type: none"> • Visit our FAQ website • Email: DJADVPO@kingcounty.gov • Live Chat: https://www.kingcounty.gov/courts/clerk.aspx • Telephone: 206-477-0845 (Seattle), 206-477-3041 (Kent)
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18. 如果您提交的文件遭拒絕，您將在您的入口網站帳戶中收到一封電子郵件和一則訊息，其中包含有關如何繼續操作的更多資訊。點擊電子郵件或入口網站訊息中的 **HERE**（此處）連結，以查看您的提交狀態並了解提交遭拒絕的原因。

糾正錯誤後，您可隨時重新提交您的文件。

Case Number	Message Title	Date	Message
PPS22-0000151	Portal Submission Rejected	12/02/2022	<p>Date: 12/02/2022 Submission Number: PPS22-0000151 Submission Title: MALFOY VS MALFOY Elizabeth Ratzlaff:</p> <p>Thank you for your civil protection order submission to our office. The clerk has reviewed your submission and is unable to accept it for filing. You can view the status of each submission through the portal under My Submissions or click HERE for details.</p> <p>When you are ready to resubmit your documentation for a civil protection order, you must start a new submission through the KC Script Portal. Go to THIS website to find instructions and resources on how to fill out your forms and how to e-submit through the KC Script Portal.</p> <p>If needed, you may be able to get assistance from an advocate group who can assist you further. If you have further questions, please contact us at:</p> <ul style="list-style-type: none"> Email: DJA.DVPO@kingcounty.gov Live Chat: https://www.kingcounty.gov/courts/clerk.aspx Telephone: 206-477-0845 (Seattle), 206-477-3041 (Kent)

PPS22-0000151 SEA
MALFOY VS MALFOY

Portal Submission
2 - Civil
Civil Protection Order
Domestic Violence

Rejected
12/02/2022

Portal Submission Portal Summary

Party

Name

Petitioner

MALFOY, NARCISIA

Respondent

MALFOY, LUCIUS

Name

Additional Info

Page #

Status

Status Date

Actions

Initial Submission

bethratzlaff@kingcounty.gov

Received

11/30/2022

Petition for Order for Protection

1

Final

11/30/2022

Case Information Cover Sheet

1

Final

11/30/2022

Law Enforcement and Confidential Information

1

Final

11/30/2022

Proposed Order / Findings

Document is missing required signature. (Code: REJ005)
Proposed temporary order is incomplete or does not match the same restraints listed on the petition. (Code: REJ007)

1

Rejected

11/30/2022

Date

Content

From

Wed, November 30, 2022 11:49 AM

Civil Protection Order Initial Submission

Portal User